

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SENIOR ACCOUNTANT
CLASS CODE: 2122

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 4/1/08 (Revised 3/3/98 version)
DEPARTMENT: CLERK AUDITOR

JOB SUMMARY

Under general supervision from Financial Officer, performs advanced professional accounting duties for the departments and Commission of Utah County.

ESSENTIAL FUNCTIONS

Maintains and has responsibility for the General Ledger. Ensures accuracy in processing and posting accounts payable, accounts receivable, cash, purchase orders, canceled documents, and payroll; prepares and enters all adjusting journal entries; monitors all asset and liability accounts to ensure proper match of receipts and payments.

Prepares financial reports and analysis, as requested, for all users of the financial system and ensures reader understanding; assists the Financial Officer with budget matters, as requested, to include analysis and preparation of reports and statements which serve as a basis for budget requests.

Performs financial analysis of County revenues and expenditures on a regular basis and as requested; also prepares analysis in preparation of securing Tax Anticipation Notes (TANS).

Performs cash flow analysis by tracking and monitoring cash receipts and disbursements; coordinates with the County Treasurer to insure that the proper funds are in place; maintains a tracking system for all capital assets of Utah County; insures that assets are properly accounted for as required by GASB regulations; balances capital asset reports for the independent auditor at the end of the physical year.

Oversees year-end closing and prepares for year-end audit; coordinates the annual audit and is the primary contact with outside auditors; prepares detailed schedules and work papers of all asset and liability accounts, by fund for the independent auditor; determines and makes accruals for revenue and expenditures; maintains other records and information required by the independent auditor; prepares schedules and reports for GASB requirements.

Assists departments with grant reporting and billing to the appropriate state or federal agency; establishes and maintains cost centers for revenue and expense to monitor and track grants; reconciles the general checking, sweep and payroll accounts; reconciles all general checking, sweep and payroll accounts; reconciles all general accounts by fund; supervises accounts payable and accounts receivable personnel in their various duties and completes annual reviews for them; assists in scheduling, hiring, and disciplining these positions.

SENIOR ACCOUNTANT

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Supervises accounting duties of technicians, analysts, and clerks.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: of governmental accounting principles and regulations; uniform accounting standards as issued by the State Auditors Office; fund account, budgeting, general ledger, auditing, financial planning and reporting practices; grant requirements and regulations; trust funds and current market trends.

Skill in: written and verbal communication; organizing and keeping track of all County assets; various computer systems and applications; resolving a wide range of problems dealing with accounting and fiscal operations; supervisory functions and responsibilities; various computer systems and applications; supervisory functions and responsibilities

Ability to: perform financial analysis and research; make effective presentations; make effective presentations; train and evaluate new and seasoned County employees; maintain cooperative relationships with the public and other County employees; supervise technical and clerical personnel

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in accounting or a related field; and five (5) years of accounting/general ledger/ financial analysis work experience; preference may be given to Certified Public Accountants.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.